



The Gazette of Meghalaya

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Separate paging is given on this part in order that it may be filed as a separate compilation.

PART-IX

Advertisements and Notices by Government Offices and Public Service

NOTICES

STANDARD FORM OF APPLICATION

Photo

Dated

To,

.....
.....

Sir/Madam,

I beg to apply for the post of
and furnish the facts as below. In case of any false statement, I am liable to any action Govt. may deem fit
and proper. A Treasury Challan of ₹ vide T. V. No. is attached herewith.

Signature of the Applicant.

.....

1. Full name in CAPITAL LETTERS with aliases, if any, surname first (Please do not use any initials):

.....

2. Date of Birth :
Year Month Date

3. Place of Birth :
Village/Town Police Station District

4. Father's/Mother's and Husband's name (in case of married female) (Please do not use initials):

.....

5. Personal description :

(a) Height:..... M. Cm.

(b) Colour of eyes:

(c) Colour of hair:

(d) Visible distinguishing marks (if any):.....

6. (a) Permanent address in full: (b) Present address in full:

.....
.....
.....

(c) If you have not resided at the above address continuously for the last four years, please give the
other addresses where you have resided during the period.

.....
From To Address

7. References:-

Name and address of two responsible persons in your localities who would be prepared to vouch for you:

.....

8. Are you citizen of India? If so, how? (Copy of a Citizenship Certificate should be enclosed where necessary).

.....

9. Educational and other qualifications (Please attached copies of Certificates, Mark Sheets etc.)

Sl. No.	Name of Institution	Date of entering	Date of leaving	Examination passed	Division	Subjects taken
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

10. Community:

(a) State your religion:

(b) Are you a member of Scheduled Castes/Scheduled Tribes (Answer 'Yes' or 'No'. If 'Yes' give particulars supported by a Certificate (Copy to be enclosed).

11. Present occupation, if any:

12. Previous appointment held, if any:

13. Are you a temporary/retrrenched personnel of temporary Department, Government of Meghalaya (Answer "Yes" or "No". (If "Yes" give particulars):
14. Are you trained in or a member of the National Cadet Corps/Territorial Army/Scout or Guides? If so, give particulars.

15. Are you married or unmarried?

Signature

.....

Note:- (i) Modified *vide* Govt. O.M. No.PER(AR).123/78/143-A, dated 26th September, 2016.

(ii) Particulars are to be filled in below the column in the space provided.

CERTIFICATE OF REGISTRATION [6(3)]
IN THE OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES, MEGHALAYA, SHILLONG.

UNDER
THE MEGHALAYA CO-OPERATIVE SOCIETIES ACT, 2015 (ACT NO. 11 OF 2015)

Shillong, the 21st July, 2023.

No.CEKSG.1/2023/60-A/4117. – In the matter of the application of **EFFULGENCE MASSAR** and **50 (fifty)** others for the registration of a Co-operative Society at **Nongshken** town/village, P.O. **Pynursla** P.S. **Pynursla** in the **EAST KHASI HILLS** District, **Pynursla** C&RD Block.

I do hereby certify that in pursuant to the provision of sub-section 2 of Section 11 of the Meghalaya Co-operative Societies Act, 2015 (Act No. 11 of 2015), the said Co-operative Society has been registered in my office as a Co-operative Society with limited liability under the title of the **Nongshken Integrated Village Co-operative Society Ltd.** and numbered as No. **SHILL. 7 OF 2023-24, DATED THIS THE 21ST DAY OF JULY IN THE YEAR TWO THOUSAND TWENTY THREE** Dated 21st July, 2023.

1. The Co-operative Society was registered as **Primary Level Co-operative Society.**
2. The Bye-laws adopted by the said Society have also been registered.
3. The following is/are the area of operation of the Society: **Nongshken.**

Signatory Details

Name : Shri R. N. Rymbai.
Designation : Assistant Registrar of Co-operative Societies, SHILLONG.
: EAST KHASI HILLS District.
Date of Issue : 21st July, 2023.

CERTIFICATE OF REGISTRATION [6(3)]
IN THE OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES, MEGHALAYA, SHILLONG.

UNDER
THE MEGHALAYA CO-OPERATIVE SOCIETIES ACT, 2015 (ACT NO. 11 OF 2015)

Jowai, the 25th July, 2023.

No.JCO.323/2023/23-A/1437. - In the matter of the application of **TIROTSTONE PAKMA** and **14 (fourteen)** others for the registration of a Co-operative Society at **KYNDONGTUBER** town/village, P.O. **JOWAI** P.S. **JOWAI** in the **WEST JAINTIA HILLS** District, **Laskein** C&RD Block.

I do hereby certify that in pursuant to the provision of sub-section 2 of Section 11 of the Meghalaya Co-operative Societies Act, 2015 (Act No. 11 of 2015), the said Co-operative Society has been registered in my office as a Co-operative Society with limited liability under the title of the **KYNDONGTUBER AGRI HORTI AND FARMING CO-OPERATIVE SOCIETY LTD.** and numbered as **No.JWI. 389** of **2023-2024**, dated 24th July, 2023.

1. The Co-operative Society was registered as **Primary Level Co-operative Society**.
2. The Bye-laws adopted by the said Society have also been registered.
3. The following is/are the area of operation of the society: **Kyndongtuber**.

Signatory Details

Name : Smti. Irita Nongkynrih, In charge ARCS, Jowai.
Designation : I/c. Assistant Registrar of Co-operative Societies, Jowai.
: WEST JAINTIA HILLS District.
Date of Issue : 24th July, 2023.

CERTIFICATE OF REGISTRATION [6(3)]
IN THE OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES, MEGHALAYA, SHILLONG.

UNDER
THE MEGHALAYA CO-OPERATIVE SOCIETIES ACT, 2015 (ACT NO. 11 OF 2015)

Jowai, the 25th July, 2023.

No.JCP.93/2023/41-A/1440. - In the matter of the application of **AMNESTY SALAHE** and **52 (fifty two)** others for the registration of a Co-operative Society at **SAMASI** town/village, P.O. **KHLIEHRIAT** P.S. **SAIPUNG** in the **EAST JAINTIA HILLS** District, **Saipung** C&RD Block.

I do hereby certify that in pursuant to the provision of sub-section 2 of Section 11 of the Meghalaya Co-operative Societies Act, 2015 (Act No. 11 of 2015), the said Co-operative Society has been registered in my office as a Co-operative Society with limited liability under the title of the **SAMASI INTEGRATED VILLAGE CO-OPERATIVE SOCIETY LTD.** and numbered as **No.JWI. 390** of **2023-2024**, dated 24th July, 2023.

1. The Co-operative Society was registered as **Primary Level Co-operative Society**.
2. The Bye-laws adopted by the said Society have also been registered.
3. The following is/are the area of operation of the society: **SAMASI VILLAGE**.

Signatory Details

Name : Smti. Irita Nongkynrih, In charge ARCS, Jowai.
Designation : I/c. Assistant Registrar of Co-operative Societies, Jowai.
: WEST JAINTIA HILLS District.
Date of Issue : 24th July, 2023.

*CERTIFICATE OF REGISTRATION OF AMENDMENT OF BYE-LAWS [RULE 10 (3)]**IN THE OFFICE OF THE**REGISTRAR OF CO-OPERATIVE SOCIETIES, MEGHALAYA, SHILLONG.**UNDER**THE MEGHALAYA CO-OPERATIVE SOCIETIES ACT, 2015 (ACT NO. 11 OF 2015)*Jowai, the 25th July, 2023.

No.JCO.175/2017/56-A/1458. - I do hereby certify that pursuant to sub-section 2 of section 11 of the Meghalaya Co-operative Societies Act, 2015 (Act No. 11 of 2015), the amendments shown in the enclosed document of the Bye-laws of **WOLLEY MEMORIAL TREATMENT AND RESEARCH CO-OPERATIVE SOCIETY LTD.** Co-operative Society registered under the aforesaid Act on the day of **13th January, 2017** under **No.JWI. 50 OF 2017-2018** in the District/Sub-Division of **Assistant Registrar of Co-operative Societies, West Jaintia Hills** has been duly registered in my office dated this **24th July, 2023.**

The Bye-laws amended and registered this day are as follows:- Complete amendment of previous bye-laws.

Signatory Details

Name : Smti. Irita Nongkynrih, In charge ARCS, Jowai.
Designation : I/c. Assistant Registrar of Co-operative Societies, Jowai.
: WEST JAINTIA HILLS District.
Date of Issue : 24th July, 2023.

Shillong, the 20th July, 2023.

No.MCL.50/2023/9-A/2066. - Whereas an inspection under Section 62 of the Meghalaya Co-operative Societies Act, 2015 (Act II of 2015) has been made on the working of the **Emanprang Dairy Co-operative Society Ltd.** and I am of the opinion that the said Society ought to be dissolved.

Now, therefore, in the exercise of the power conferred on me by Section 66(2) of the aforesaid Act, I hereby cancel the registration of the said Society.

Further, in exercise the power conferred by Sub-Section (1) of Section 67 of the aforesaid Act, I appoint Shri Jina N. Sangma, Senior Co-operative Officer Office of the Assistant Registrar of Co-operative Societies, Baghmara to be Liquidator of the said Society.

All claims against the dissolved Society must be submitted to Liquidator within 2 (two) months of the publication of this notice.

R. C. SOHKHLET,
Registrar of Co-operative Societies,
Meghalaya, Shillong.

Shillong, the 21st July, 2023.

No.MCL.49/2023/10-A/2120. - Whereas an inspection under Section 62 of the Meghalaya Co-operative Societies Act, 2015 (Act II of 2015) has been made on the working of the **Balkal Watregittim Fishery Co-operative Society Ltd.** and I am of the opinion that the said Society ought to be dissolved.

Now, therefore, in the exercise of the power conferred on me by Section 66 (2) of the aforesaid Act, I hereby cancel the registration of the said Society.

Further, in exercise the power conferred by Sub-Section (1) of Section 67 of the aforesaid Act, I appoint Shri Jina N. Sangma, Senior Co-operative Officer Office of the Assistant Registrar of Co-operative Societies, Baghmara to be Liquidator of the said Society.

All claims against the dissolved Society must be submitted to Liquidator within 2 (two) months of the publication of this notice.

R. C. SOHKHLET,
Registrar of Co-operative Societies,
Meghalaya, Shillong.

Shillong, the 20th July, 2023.

No.MCL.47/2023/11-A/2073. - Whereas an inspection under Section 62 of the Meghalaya Co-operative Societies Act, 2015 (Act II of 2015) has been made on the working of the **Goka Fishery Co-operative Society Ltd.** and I am of the opinion that the said Society ought to be dissolved.

Now, therefore, in the exercise of the power conferred on me by Section 66 (2) of the aforesaid Act, I hereby cancel the registration of the said Society.

Further, in exercise the power conferred by Sub-Section (1) of Section 67 of the aforesaid Act, I appoint Shri Jina N. Sangma, Senior Co-operative Officer Office of the Assistant Registrar of Co-operative Societies, Baghmara to be Liquidator of the said Society.

All claims against the dissolved Society must be submitted to Liquidator within 2 (two) months of the publication of this notice.

R. C. SOHKHLET,
Registrar of Co-operative Societies,
Meghalaya, Shillong.

Shillong, the 27th July, 2023.

No.CHKJS.77/575-A. – Under Section 13(2) of the Meghalaya Co-operative Societies' Act, 2015, the amendments shown below in the Certificate of Registration of **"TYNRING SERVICE CO-OPERATIVE SOCIETY LTD."** registered under the Meghalaya Co-operative Societies' Act, 2015 (Act No. 11 of 2015) in the District of East Khasi Hills, Meghalaya, Shillong has duly registered.

<p>Certificate of Registration</p>	<p>The Certificate of Registration for now onwards shall be <i>read</i> as:-</p> <p style="text-align: center;">GOVERNMENT OF MEGHALAYA FORM OF CERTIFICATE OF REGISTRATION (RULE 6 (3))</p> <p>Certificate of Registration No. SHILL. 9 of 1977 in the office of the Assistant Registrar of Co-operative Societies, East Khasi Hills District, Shillong.</p> <p>Under the Meghalaya Co-operative Societies Act, 2015.</p> <p>In the matter of application of Shri Blington Kharkongor and 30 others for registration of a Co-operative Society at Tynring Village, P.O. Tynring, East Khasi Hills District.</p> <p>I do hereby certify, that pursuant to Section 11(2) of the Meghalaya Co-operative Societies' Act, 2015, the said Society has been registered in my office as a Co-operative Society with Limited liability under the title "TYNRING SERVICE CO-OPERATIVE SOCIETY LTD." and numbered as SHILL. 9 of 1977 dated this the 23rd day of March in the year One Thousand Nine Hundred Seventy Seven Anno Domini.</p> <ol style="list-style-type: none"> 1. The Bye-laws adapted by the Society have also been registered. 2. The following is the Area of operation of the Society:- (1) Tynring, (2) Mawpdang and (3) Siejiong.
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R. N. RYMBAL,
Assistant Registrar of Co-operative Societies,
East Khasi Hills, Shillong.

Nongstoin, the 12th July, 2023.

No.NCS. (IVCS) 113/2023/337. - Under Section 11(2) of the Meghalaya Co-operative Societies Act, 2015, A Co-operative Society under the Name "KSEHKOHMOIT INTEGRATED VILLAGE CO-OPERATIVE SOCIETY LTD." at the Ksehkohmoit Village, P.O. Mairang, P.S. Mairang in the District of Eastern West Khasi Hills this day registered in my office and number as **No.Nong. 82/2023**, dated the 5th day of July of the year **Two Thousand Twenty Three Anno Domini**.

A. LYGDOH,

Assistant Registrar of Co-operative Societies,
West Khasi Hills District, Nongstoin.

OFFICE OF THE COMMANDANT 5TH MEGHALAYA POLICE BATTALION
SAMANDA EAST GARO HILLS

Samanda, the 25th July, 2023.

No.Bn.5/MLP/QM-31/2016-17/24. - Sealed tender affixing non-refundable Court Fee Stamp of ₹100/- (Rupees one hundred) only are invited from the Local firms dealers for stitching of "Police Uniforms and supply stitching materials for the year 2023-2024 to the Office of the undersigned which will be received during Office hours on or before 17th August, 2023 at 12:00 hours and will be opened, on the same date at 01:00 hours by the Tender Opening Committee in presence of the tenderers or their representative(s) or if any. Tender received late by post or by hand beyond the date, time mentioned above will not be entertained.

The Tenderers will have to furnish the following documents:

1. 2 (two) nos. of attested passport size photo copies.
2. GST registration Certificate and GST – 3 latest filed return.
3. Attested upto date Professional Tax Clearance Certificate.
4. Attested valid copy of Trading License from GHADC for Non-Tribal Tenderers.
5. Financial stability Certificate from any recognized Bank.
6. An undertaking stating that the supply will be carried out by the concern firm supplier himself/herself.
7. The tender written by ink or duly typed should be neat and clean. Any correction should be initiated with date.
8. Earnest Money of ₹ 5,000/- (Rupees five thousand) only in the crossed Rank Draft or call deposit received of any recognized Bank in favour of The Commandant 5th MLP Bn. Samanda, East Garo Hills.
9. The Police Uniform will be stitched as per prescribed Police pattern by individual measurement and stitching material will be supplied by the tailor as per requirement.

N.B. Details can be obtained from the Office of the undersigned or any of the working days between 10:00 A.M. to 4:00 P.M.

Enclosed: List of Clothing Items.

Commandant,
5th Battalion Meghalaya Police,
Samanda, East Garo Hills.

NOTICE INVITING TENDER

Sealed tender affixing non-refundable Court Fee Stamp of ₹ 100/- (Rupees one hundred) only are invited from the local firms/dealers for supply of Stitching of Police Uniform and supply of stitching materials for the year 2023-2024 to this Office and will be received by the undersigned during Office hours on or before 17th August, 2023 at 12:00 hours and will be opened on the same date at 01:00 hours by the tender opening committee in presence of the Tenderers or their representative if any. Quotation received late by post or by hand beyond the date/time mentioned above will not be entertained.

Commandant,
5th Battalion Meghalaya Police
Samanda, East Garo Hills.

List of Clothing Items

Sl. No.	Clothing Items	Rate	Remark
1	Khaki Drill Pant with 3 (three) loops and pockets	Each	
2	Khaki Drill Shirt full sleeves with shoulder flaps and pockets	-do-	
3	Mosquito net Khaki	-do-	
4	Terry cotton Pant with 3 (three) loops and pockets		
5	Terry cotton Shirt full sleeves with shoulder flaps and pockets	-do-	
6	National Flag	-do-	
7	Unit flag	-do-	
8	Cushion cover	-do-	
9	Curtain floor for doors	-do-	
10	Curtain for windows	-do-	
11	Net Curtain floor for doors	-do-	
12	Net Curtain for windows	-do-	
13	Curtain rings	-do-	
14	Curtain pipe	-do-	
15	Curtain string for doors	-do-	
16	Curtain string for windows	-do-	
17	Great Coat	-do-	
18	Neck tie (scarf)	-do-	
19	Angola Pant with 3 (three) loops and pockets	-do-	
20	Angola Shirt full sleeves with shoulder flaps and pockets	-do-	
21	Kamar band	-do-	
22	K. P. cross belt with anklet (white)	-do-	

23	Dungaree	-do-	
24	Short pant (White)	-do-	
25	Camouflage Shirt full sleeves with shoulder flaps and pockets	-do-	
26	Camouflage Pant with 3 (three) loops and six pockets	-do-	
27	White Shirt full sleeves with shoulder flaps and pockets	-do-	

List of Clothing Items

Sl. No.	Items				
1	Scissors 12" Brass for tailor				
2	Scissors 10" Brass for tailor				
3	Coloring chalk pencil for tailor				
4	Tailoring scale				
5	Sewing needle m/size				
6	Sewing machine needle				
7	Buckram B/Q				
8	Terry cotton cloth all color				
9	White long cloth				
10	Khaki long cloth				
11	Flying chain B/Q.				
12	Hook for trouser				
13	Usha machine oil				
14	Inter machine oil				
15	Machine oil				
16	Needle				
17	Inched tape				
18	Great coat button				
19	Mosquito net tape				
20	Tip button				

Shillong, the 10th August, 2023.

No.SW/SD/10/2023/Pt.I/3691-3694. – For implementation of Child Helpline under Mission Vatsalya Scheme at the State Level, the Social Welfare Department, Govt. of Meghalaya, Shillong invites application from eligible and interested candidates who are domiciles of Meghalaya for various post as mentioned below on contract basis and to be renewed annually.

Name of the Post	No. of Post	Remuneration	Essential Qualification	Age limit	Work experienced	Place of Posting
IT Supervisor	1	₹ 22,000/-	Post Graduate in Computer/IT etc.	As per the norms of the Government of Meghalaya	Minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with Government or Non-Governmental/IT based organizations	Shillong
Call Operator	10	₹ 20,000/-	Graduate degree in Social Work / Sociology/ Child Development/ Human Rights/ Public Administration/ Psychology/ Psychiatry/Law/ Public Health Community Resource Management from a recognized University		Having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom / web based relevant systems.	
Multi-purpose Staff	1	₹ 12,000/-	Class 12 th Passed		Any person who is literate with knowledge/ experience of working in the relevant domain	
Security Guard/Night Guard	2	₹ 10,000/-	Class 12 th Passed		Having at least 2 years experience of working as security personnel in a government or reputed organization at the District/State level.	

Application will be received till 21st August, 2023. Candidates without the desirable qualifications/experience need not apply.

The applications duly filled in Standard Form along with 2 (two) attested passport size photographs attested copies of certificates and self-addressed envelope may be submitted to the Office of State Child Protection Society, Child Protection Services, KJPA Building, IGP Shillong.

C. D. LYNGBA,
Director of Social Welfare,
Meghalaya, Shillong.

Shillong, the 10th August, 2023.

No.M/D.Tour/Tech/2/2022/6. - With reference to the Notice Inviting Tender No.M/D.Tour/Tech/2/2022/3, dated Shillong, the 26th July, 2023 for the work "Construction of Cement Concrete Footpath at Lawwanwir Lawrapha View Point, West Khasi Hills is hereby cancelled due to change in the name of the Scheme.

This is to inform that the Tender has been postponed until further notice.

Director of Tourism,
Meghalaya, Shillong.

SHILLONG SMART CITY LTD.Shillong, the 4th August, 2023.**ADVERTISEMENT**

No.SSCL/HR/Recruitment/19-20/55. - M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from young and dynamic Indian nationals for filling up of the following positions on Fixed Term Contract Basis for the period of 2 years.

Sr. No.	Name of Post	No. of Posts	Age	Essential/ Required Qualification	Experience Required
1	Chief Financial Officer (CFO)	1	45–50 Years	Chartered Account or Post Graduate Diploma in Management (Finance) from premiere institution like IIMs.	15 years of working experience in the Corporate Sector Finance & accounts with good knowledge of requirement under Companies Act. Govt./Semi-Govt./PSU experience in finance & account, audits, etc. is desirable.
2	General Manager (IT/ Communication)	1	45-50 Years	Graduate in Computer Engineering (Science) / Electronics Engineering from premier institutes such as IIT's, NIT's, etc. Preference would be given to candidates having a Master's degree in Computer Engineering (Science) / Electronics Engineering / Communications. Not more than 60 years of age.	15 years of working experience in IT industry with complete knowledge of integration of various ICT technologies. Experience in planning, estimation and execution of various ICT initiatives, predominantly in integration of various ICT technologies and its long-term sustenance. Working knowledge of operations control centre.

3	General Manager (Buildings)	1	45-50 years	Graduate in Civil Engineering from premier institutes such as IIT's, NIT's, etc. Preference would be given to candidates having Master's degree in construction managementetc.	15 years of working experience with any reputed consultants / contractors / developers / public sector undertakings/ etc. Experience in planning, estimation, contracts preparation, supervision and construction / execution of Multi storey RCC buildings.
4	Manager (Building Design)	1	40-45 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's etc. Preference would be given to candidates having Master's degree in structures, construction management etc.	Minimum of 10 years of experience in design of RCC structures / buildings
5	Manager (Quantity Estimation)	1	40-45 years	Graduate in Civil Engineering from reputed institutes such as IIT's, NIT's etc. Not more than 60 years of age.	Minimum of 10 years of experience in undertaking rate analysis of various items of work, preparation of BOQ, etc. for RCC buildings.

Bio-data (with contact details) and passport size photo to be submitted in the *prescribed format* to the following address. The name of the post MUST be super scribed on the envelope.

Chief Executive Officer,
M/s Shillong Smart City Limited,
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables,
East Khasi Hills District,
Shillong, Meghalaya
Pin- 793003.

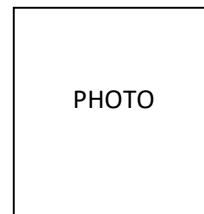
Remuneration shall not be a constraint for the right candidate.

The last date for receipt of application form in the prescribed format is 31st August, 2023 by 3:00 PM.

Details of the advertisement and the *prescribed format* can be downloaded from the following web site:
www.meghalaya.gov.in and www.megurban.gov.in

Chief Executive Officer

- (1) Post applied for :
- (2) Name in Block Letters :
- (3) Father's Name :
- (4) Date of Birth :
- (5) Address for Communication :
- (6) Category (SC/OBS/General) :



Brief Synopsis of Educational and Work History.

(7) Academic/Technical/Professional Qualification

Sl. No.	Name of Exam	Year of Passing	University/ Board	Division/ Class/ Grade	Subjects	% of marks
1						
2						
3						
4						
5						
6						

(8) Employment Record

Sl. No.	Name of Employer/ Organization	Period		Designation	Pay Scale/ Pay	Nature of Duties	Reasons for Leaving
		From	To				
1							
2							
3							
4							
5							

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate

DECLARATION

I, solemnly affirm and declare as under:

- (i) I have not been charged/convicted from any court.
- (ii) I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or department of Government.
- (iii) I have not been declared as insolvent by any Court.
- (iv) No departmental enquiry, vigilance case or criminal case is pending against me;
- (v) I am not on bail in any case from any court.

Signature of Candidate:

Name:

Address:

Chief Financial Officer

- Direct and oversee all aspects of the Finance & Accounting functions of the organization;
- Establish and monitor financial and accounting policies, procedures and controls;
- Support effective decision making by providing timely updates to the Board members on strategic aspects like financial metrics, short term and long term financial planning, taxation impact etc.;
- Prepare financial long term and short-term strategy;
- Develop a systemic framework for proactively identifying, assessing various business and financial risks impacting the organization along with mitigation strategy for the same;
- Establish and maintain relationships with key decision makers in banks, investor bodies, regulatory bodies and other financial institutions;
- Oversee the preparation of yearly accounts (profit and loss statement and balance sheet) in line with statutory requirements and internal corporate guidelines;
- Drive the review and analysis of various financial statements (Balance sheet and income statement) on a periodic basis and provide insights on key ratios;
- Build internal controls to ensure efficient working capital management and cash conversion cycle;
- Oversee the development of Standard Operating Procedures on taxation related matters and design of systems and processes to ensure efficiency in tax planning;
- Undertake periodic tax planning exercises and carry out timely and comprehensive analysis of any changes in the tax framework to ensure tax optimization for the organization;
- Guide business teams in framing contractual terms and conditions so as to minimize financial risks arising out of a contractual obligation;
- Ensure healthy liquidity and financial sustainability of the organization;
- Oversee the preparation and execution of product costing and cost control measures;
- Drive Corporate Governance norms and ensure transparency in all processes;
- Supervise adherence to statutory compliances and oversee timely and accurate preparation/ documentation/ maintenance of all books of accounts, reports, revenue contracts, invoices etc;
- Manage processes for financial forecasting, budgets and consolidation and reporting to the Company Board;
- Manage cash flow position throughout the company;
- Manage Group Relationship with Banks/Financing Institutions and Financial intermediaries, Auditors and other Service providers;
- Financial concurrence of new projects and expansion plans, Project Capex, Turnkey contracts;
- Coordination with project team, Project financial projections, progress reports & periodic evolution;
- Preparing the Company for fund raising through various options such as Debt, Equity and Project

Finance;

- Developing and implementation of business MIS.
- Any other responsibility as assigned by the CEO.

General Manager (IT and Communication)

- Responsible to review and recommend for approval to the CEO the project plans, designs and estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsible for successful execution of ICT initiatives and provide technical leadership in managing ICT operations of the smart city including long term sustenance:
- Responsible for planning, operations and integration of various technologies and Applications in ICT domain from different sources/OEM with varying standards.
- Managing day to day ICT operations so as to maximise productivity of the operations/ sustenance Team, including engaging with Vendors/ Solution providers regularly:
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;
- Organizing the ICT and Network/Cyber Security Audits regularly and implementing recommendations.
- Managing the MIS and other performance Reports as per requirements.
- Provide support in reviewing the operation and maintenance programs developed by PMCs and drive partners on deliverables.
- Design and arrange trainings on ICT & CCC.
- Co-ordinate with various government departments for compliance and capacity building;
- Organizing the ICT and Network / Cyber Security Audits regularly and implementing recommendations.
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors....etc.
- Any other responsibility as assigned by the CEO.

General Manager – Buildings

- Head the planning and design function in the SPV and provide direction and future action in this area of function.
- Review all building, area development plans or any such plans submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Ensure adherence to various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time.

- Co-ordinate with various government departments for compliance and capacity building.
- Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions.
- Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; directs and participates in studies and collection of data in the field as needed.
- Liaise with external legal experts / counsels, where required to provide guidance and advice;
- Responsible to review and recommend for approval to the CEO the project implementation plans, schedules, estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsibility to ensure projects are completed in time and within budget;
- Responsible to liaise with all the stake holders such as Municipal Corporation, Urban Development Authorities, Police Department, power supply department,.. etc. and keep them informed of all the activities being under taken so that services being provided by these stake holder departments are not affected.
- Responsible for project and contract management and dispute resolution, if any.
- Responsible for validation of all invoices submitted by the engaged contractors/sub-contractors etc.
- Any other responsibility as assigned by the CEO.

Manager (Building Design)

- Oversee the overall building design & architecture works.
- Conduct field investigations, identify project feasibility and any plan changes, and recommend for its acceptance / non acceptance.
- Review the estimates and bill of quantities and recommend for approval of the same.
- Support in preparation of tender documents.
- Monitor implementation of projects and supervise adherence of quality and safety standards.
- Present reports to government officials about urban development projects.
- Any other responsibility as assigned by the CEO.

Manager (Quantity Estimation)

- Assist in finalization of BOQ, tender documents, evaluation of submitted bids,.....etc.
- Assist to undertake rate analysis and checking of estimates of works submitted by various entities;
- Assist for checking of all bills submitted by the contractors for payments.

Terms and Conditions of Employment.

1. Term of Engagement: The appointment of professional will be purely on contract basis for a period of (2) two years, which may be extended after the review of performance, and desired output. However, the contract may be terminated by giving three months' notice by either side.
2. The place of posting would be at the office of M/s Shillong Smart City Ltd., Shillong.
3. Candidate is required to submit a copy of detailed Curriculum Vitae clearly mentioning the post qualification experience(s). However, successful candidate has to sign an agreement with the Employer to abide by all terms & conditions as laid down in the advertisement.
4. The contract shall not confer any rights or claim of extension / absorption in the organization / company.
5. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel. However, they may send advance copy of application, if they so desire.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Employer is final and binding. The Employer reserves its rights to accept or reject any applications, without assigning reasons thereof.
7. Original Qualification Certificates and Proof of previous employments have to be produced during the time of interview.
8. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment with the Employer.
9. Candidates shall have to submit a declaration stating that he/she has not been charged/convicted from any Hon'ble Court not dismissed/ removed/ compulsory retired by way of punishment from the service of any Public Undertaking/Private Sector or from Govt. Department or he/she has not been declared insolvent by any court.